

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Chief, Records Mgt Staff	<i>[Signature]</i>	4/28
2	Rm. 604 , 1016-16 St	<i>[Signature]</i>	5/24
3	[Redacted]		
4	<i>[Signature]</i>		4/3
5	[Redacted]	<i>(see over)</i>	
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <i>Jim. For your "info" &amp; return to me. [Redacted] has a copy which he will send. [Redacted] I'll discuss this with you later.</i> <i>Looks to me that its up to (5/24) [Redacted] to ensure that OCR receives all designations if OCR is to assume archival responsibility. Are you going to reply to [Redacted]?</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Admin Staff/ CR			26 April

Frank Will you keep this with  
your file on the USIB  
project? I think this is related  
to it & I see no need to  
discuss this with the ODP  
now. I believe however the  
Disposition Guide page 4, Item  
8c should be corrected to eliminate  
the word "Permanent" - Then  
disposition instructions in ODPs  
Schedule ~~will be~~ should  
reflect your proposal for  
these items (Deletions  
Reports) - LR/3/ew

TRANSMITTAL SLIP		DATE 5-4-60
TO:		
ROOM NO.		
REMARKS:		
<p>I agree with you as to the approach that was taken. Knowing DD/P however I am sure that we will have to depend upon both offices for the "Record Set."</p>		
FROM: <i>For</i>		
ROOM NO.		EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-B  
WHICH MAY BE USED.

(47)

25X1

25X1

TRANSMITTAL SLIP		DATE
TO:		4/28/60
ROOM NO.		
REMARKS: Mr Carnier would like your comments. I feel that Gus is taking the only approach possible if ODP will not be the office of record for <input type="checkbox"/> reports.		
FROM: Fred		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

**SECRET**

25 April 1960

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : CS Reports and Photographic Files

REFERENCE : Your Memorandum of 19 Jan 1960, Disposition of ☐ Reports and Photographic Files

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1. Despite the indications in the Disposition Guide proposed by the DD/P/RMO ☐ OCR is not at this time "the permanent repository" for the ☐ disseminations or the photographic files. The various files constituting these two categories (Items #455, 456, 457, and # 237, 246, 251, 253) are defined as temporary items in the current Records Control Schedule of this Office, RCS #24-59.

2. Insofar as the file of ☐ disseminations is concerned, OCR has no objections to assuming archival responsibility for that portion of the material received since 1954 and filmed for aperture cards. A minute portion of this file, less than 1%, is not filmable and retained therefore in hard copy. This is primarily a reference file, but it certainly could constitute the permanent record as well, if such a dual purpose would best serve Agency interests. It must be fully understood and accepted, however, that this file does not comprise a complete set of ☐ documents, primarily because OCR has not received all reports for incorporation into the file. This condition exists throughout the file, in the current sections as well as those of past years. In addition there are other factors which preclude the completeness of the file, although the number of reports involved is small: first, there are items that cannot be filmed and are forwarded to another Agency or CIA component for retention (routing records are available in Document Division and the CIA Library); second, a certain number of reports are recalled by the originating office and therefore deleted from the file; and third, there are single enclosures that are forwarded directly to another activity (the transmittal document with citation is all that is in our file).

How arranged where

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3. A pilot project is underway in the CIA Library to determine generally the number of missing reports and the feasibility of accessioning them, as well as of assuring on a current basis the complete receipt of all disseminated

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Let me emphasize again that the class of materials discussed up to this point consists solely of ☐ disseminations available on aperture cards, roughly those since 1954. The majority of the ☐ series now being filmed were phased into the aperture card system beginning in calendar year 1954.

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As discussed with yourself and [redacted] on 11 April 1960, the disseminations prior to those on aperture cards can best be collated into a permanent file by the Records Center.

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4. Contrary to the import of the Disposition Guide of the DD/P/RMO, the photographic files cited in the referenced memorandum have no record implications, as brought to light in a telephone conversation on 13 April 1960 with [redacted]. He informed me at that time that the only intention of his activity was "to encourage" the transfer of operationally outdated photographic materials to Graphics Register on a retain or destroy basis. The materials, according to [redacted] would otherwise be destroyed by DD/P components.

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5. OCR's recommendations are as follows:

- a) that the DD/P/RMO be notified that OCR does not have archival responsibility for these materials;
- b) that, depending upon the result of the current pilot project discussed in para. (3) above, the CIA Library, to the fullest degree possible complete its holdings of [redacted] series on aperture cards and ensure the continuing receipt of all [redacted] disseminations;
- c) that, if it is in the best interests of the Agency, the CS disseminations on aperture cards, plus the less than 1% hard copy that is not filmable be retained by the CIA Library as the permanent file, with the acknowledgment that a small number of documents and/or single enclosures will not be accessioned for the reasons stated in para. (2) above; and
- d) that, Graphics Register receive materials as in the past on a retain or destroy basis, with no archival responsibilities other than imposed by Records Control Schedule #24-59.

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[redacted]

Area Records Officer  
Central Reference

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Concur

[redacted]

Assistant Director  
Central Reference

*April 26, 1960.*  
Date

**SECRET**